

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the Training Division, the primary duty of which is developing training and safety programs for the department. The Fire Training Officer prepares training materials, conducts training classes for department personnel and administers and grades tests. The employee of this class has no direct supervision over fire department personnel; however, performs functional supervision over departmental employees in the training environment and at the emergency scene. The Fire Training and Safety Officer works with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Coordinates and schedules regular employee training at all levels for department employees as assigned by the Fire Chief. Responds to all emergency calls in order to take notes for use in training. Conducts training classes and supervises employees, either in the classroom, at the drill field, or at the fire station in the following areas: fire fighting, fire apparatus, fire attack, forcible entry, ventilation, fire streams, the use of ropes and ladders, nozzle and hose handling, driving fire equipment, pump operations, hydraulics, extinguishers, salvage and overhaul, use of protective breathing apparatus, safety, rescue, first aid and CPR. Supervises departmental employees at the emergency scene and in the training environment. Provides informal or "on-the-job" training for new employees. Coordinates movement of fire companies to and from training activities. Makes recommendations for improvements in the training program.

Conducts research of technical data and analyzes the results, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Maintains a library of training materials and prepares training material including lesson plans, written tests, and job simulation exercises. Administers and grades training tests.

Prepares accident and injury reports and writes narrative reports. Personally completes and files all forms and records as required. Maintains all records and reports on employee

certifications and training hours for rating purposes. Develops a safety program for the department and sees that such program is properly supplied with training resources. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Observes emergency scene operations to ensure compliance with established safety procedures. Takes charge of all safety procedures and directs rescue operations at the emergency scene. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Ensures implementation of safety activities throughout the department. Demonstrates safety equipment and practices. Develops and recommends accident and loss control programs to reduce or eliminate occupational injuries, illnesses and financial losses. Investigates all accidents involving department equipment or personnel. Determines cause of accidents and makes recommendations on procedure to avoid future accidents. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Evaluates industrial, technical, and scientific publications concerned with safety management. Makes recommendations for improvements in the safety program.

Participates in the research and planning for programs and activities of the Training Division. Reads graphs, charts, manuals or reports. Gives reports, offers advice, and makes recommendations on local trends when attending meetings required by the local governing authority. Keeps informed on modern fire fighting methods and administrative practices, and studies new laws, regulations, ordinances, and court rulings relating to training functions to determine if changes in division policies and procedures are needed. Participates in conferences, conventions and other educational meetings as needed.

Recommends policies, goals, and objectives for the Training Division. Studies new laws and regulations relating to fire department operations to determine if changes in policies and procedures are needed. Recommends changes in department operations that will help the city to obtain favorable PIAL ratings. Assists with answering general questions or telephone inquiries from the public about the operation of the fire department or any related areas of emergency services.

Participates in the supervision of the general care and maintenance of assigned equipment and property. Personally tests or directs the testing of equipment, ensuring that equipment meets all applicable standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Obtains estimates on repair costs for equipment, determines which repair service should be used, arranges for repairs and inspects equipment afterward to ensure that repairs were completed properly. Writes specifications for new fire department equipment and meets with sales representatives to review products. Purchases equipment and

supplies for the division by placing orders and keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have not less than five (5) years of experience with a full-time, paid fire department in fire suppression, fire department training or administrative duties.